



Three and Six Month AmeriCorps Service Terms

NOTE: Position is term limited and grant funded

Tennessee Department of Environment and Conservation

Run Club Program Assistant

Division of Tennessee State Parks, Bureau of Parks and Conservation

Salary: \$10.00/Hour for 37.5 Hour Week + Educational Stipend

Variable Work Schedule, Including Weekends

Position Located at State Park's Central Office in Nashville

About the Tennessee Department of Environment and Conservation (TDEC)

The department is responsible for:

- Safeguarding the health and safety of Tennessee citizens from environmental hazards;
- Protecting and improving the quality of Tennessee's land, air, and water, and
- Managing the system of 56 Tennessee State Parks and 85 Natural Areas

TDEC has approximately 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from dedicated fees and state parks revenue, federal sources, and the state general fund. The department is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution. TDEC has eight (8) regional offices across the state serving as the primary point of contact for their respective regions.

Summary & Distinguishing Features

The Run Club Program Assistant will function to provide direct support to the Run Club Program Coordinator. The Tennessee State Parks Run Club program is a gender inclusive, multi-week, youth running program designed to meet the physical activity goals outlined by the Tennessee Department of Health and Project Diabetes. Through this program, Tennessee State Parks' vision is to help establish locally-managed, youth running programs throughout the state. There are currently 15 Run Clubs across the state, with more being added each year. Each Run Club holds a race event, encompassing a 5K, 2 mile, and 1 mile option during the year. The Clubs are targeted at middle school students, but anyone is welcome to join. Tennessee State Parks Run Club will use curriculum lessons, running activities, and instructional materials specifically for young runners to introduce them to running and make the sport part of their healthy lifestyle.

Duties and Essential Functions

The Run Club Program Assistant's primary responsibilities include:

- Race event planning
- Production of marketing materials for run club events
- Event promotion including press releases and social media
- Coordinate efforts between run club coaches and state park run club liaison staff
- Attend and support races
- Learn to use and employ race timing system
- Assist with run club related training

Competencies

- Personality and communication skills conducive to work in public service required
- Candidate must be a self-starter and able to complete tasks with minimal supervision
- A valid vehicle operator license is required
- Desirable but not required certifications: CPR, Advanced First Aid, First Responder or Emergency Medical Technician
- Good Physical condition: ability to do much hiking, climbing and carrying; ability to perform responsibly under emergency and crisis situations

Qualifications

At least a Junior standing (completion of sophomore year) working toward an undergraduate degree in parks and recreation, general life sciences, forestry, wildlife, geology, geography, history, anthropology/archaeology, natural resource based recreation, etc. Coursework in outdoor leadership and/or wilderness skills is supportive and desirable but not mandatory.

Personality and communication skills conducive to work in public service while assisting park visitors and supporting park rangers.

A sound knowledge of or willingness to learn about the natural and cultural history of Tennessee is required. All interested candidates should submit resume and cover letter to Heather Spiva, Run Club Program Coordinator, Tennessee State Parks, via email (**Heather.Spiva@tn.gov**). The position will remain open until filled. Additional questions regarding the position should be sent to heather.spiva@tn.gov.

Heather Spiva, Run Club Program Coordinator

Tennessee Department of Environment and Conservation

Tennessee State Parks

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TDEC is an AA/EEO/ADA equal opportunity employer